



Clerk

Characteristics of Work

Incumbents in this classification perform routine filing duties within an established filing system. The work is repetitive and simple in nature with little choice of action and is performed in accordance with comprehensive, detailed instructions or directions received from the immediate supervisor. The incumbent has frequent contact with persons either within or outside the agency. Supervision is not a responsibility of this position.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Files records, reports, folders, cards or other materials by letter, number, or other procedure; groups and categorizes as necessary.

Searches for and retrieves material from files.

Refers incoming telephone calls or visitors to the appropriate persons or functional area.

Opens and distributes mail; prepares outgoing mail.

Duplicates materials as requested.

Compiles data and information from various records upon request.

Transmits data onto records, forms, or other similar documents by hand for purposes of recording information or in preparation for subsequent processing by other individuals within the agency.

Verifies documents for completeness or accuracy in accordance with instructions provided by the immediate supervisor.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Maintains files and filing system in accordance with established procedures.
2. Receives and directs visitors and phone calls.
3. Makes copies of correspondence or other printed materials.
4. Opens and routes incoming mail; prepares and mails outgoing mail.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she

is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 10 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of vision: Ability to observe an area up or down/left or right while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Color vision: Ability to identify colors.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to sit; stoop, kneel, crouch, or bend; and climb or balance.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.